



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Natural Resources, Department of. Engineering Division.

Agency: Engineering Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	91-50	<b>ORIGINAL TRACINGS</b> Controlled property structures such as roads, parking lots, bridges, dams, boat docks, buildings, campgrounds, picnic areas. Original records may be created in hard copy or digital format.	TRANSFER original records to the INDIANA ARCHIVES for permanent archival retention, upon completion of the project and after verification of any digitized agency copies for completeness and legibility.
2	81-173	<b>FIELD SURVEY NOTEBOOKS</b> These contain surveys of construction sites.	TRANSFER to the INDIANA ARCHIVES for permanent archival retention ten (10) years after the end of the calendar year.
3	81-177	<b>N.P.D.E.S. DISCHARGE PERMITS</b> (NPDES= The National Pollution Discharge Elimination System. Original records are maintained with the Indiana Department of Environmental Management. The permit is valid for five (5) years. Retention based on 40 CFR 141.33, (July 1, 2002 Revision)	DESTROY five (5) years after the years of the latest permit renewal.
4	82-85	<b>CONSTRUCTION SPECIFICATIONS-DNR</b>	MICROFILM according to 60 IAC 2 at the end of the calendar year. DESTROY hard copy records after verification of the microfilm for completeness and legibility. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. TRANSFER duplicate negative jackets to agency.